

Certified Positions

Version 10.12.06

The purpose of this data collection is to gather the positions on certified employees employed as of October 1 of the academic school year. This data is collected for federal and state reporting and has been submitted previously by the school corporation via web form or file. This information will be used in the Annual Performance Report.

Audience

This is a required collection for public schools, accredited non-public schools and charter schools.

Instructions

The **Certified Employee (DOE-CE)** file **must be submitted prior** to submission of the **Certified Positions (DOE-CP)**. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described below.

Certified Positions

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	Corp Number	4	State Assigned Corp ID Required Field: YES	
2 B	School Number	4	State Assigned School number <u>or</u> Central office number, 0000 Required Field: YES	0000= Employees assigned to the central office
3 C	Social Security Number	9	9 digit SSN Required Field: YES	
4 D	Subject	4	Subject code being taught as described in the DOE Code Book Allowable Codes: 0002-7099 Required Field: YES	2520 Algebra 1 - Please use this code if the course content being taught is at the high school level and is being taught to 8th grade students. This information is part of the "Annual Performance Report".
5 E	Level	2	Level of subject being taught as described in the DOE Code Book Allowable Codes: PK = Pre-kindergarten KG = Kindergarten 01= 1 st Grade 02 = 2 nd Grade 03 = 3 rd Grade 04 = 4 th Grade 05 = 5 th Grade 06 = 6 th Grade 07 = 7 th Grade 08 = 8 th Grade 09 = 9 th Grade 10 = 10 th Grade 11 = 11 th Grade 12 = 12 th Grade AE = Adult Education CG = Combined Grades Required Field: Yes, for teaching personnel, No for non teaching personnel	For Grades KG-06 Only: If a classroom contains more than one grade level, another completed Certified positions record will be required. See scenario #1. Code CG is to be used for only instrumental and vocal (0442, 0444 and 4160-4188) course titles. If a class is comprised of multiple grade levels, and does not fit the criteria for CG, use the level represented by the majority of students enrolled. Non-Teaching Personnel are subject codes 0002-0302
6 F	Periods per Week	2	Number of combined period PER WEEK for this subject and level. Allowable Codes: Whole Numbers only Required Field: Yes, for teaching personnel, No for non teaching personnel	Non-Teaching Personnel are subject codes 0002-0302

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Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
7 G	Number of Pupils	3	<p>Number of pupils for this subject and level.</p> <p>Allowable Codes:</p> <p>Whole Numbers only</p> <p>0 for special education teachers in specific classroom settings</p> <p>Required Field: Yes, for teaching personnel, No for non teaching personnel</p>	<p>When reporting special education teachers, report the number of special education pupils being taught by the special education teacher when the classroom setting is Core Academic Elementary, Core Academic Junior High, Middle or Secondary, Resource Room Teacher and Non-Core Academic Instruction Teacher.</p> <p>Special education teachers that are team teaching, co-teaching or consultant will report 0 pupils. The general education teacher <u>will</u> include these students in their pupil count.</p> <p>Refer to column 8 and scenarios 4 and 5 for more detail.</p> <p>Non-Teaching Personnel are subject codes 0002-0302</p>
8 H	Special Education Classroom Settings	1	<p>What is the classroom setting for this <u>Special Education Teacher</u>?</p> <p>Allowable Codes: 0 - 7</p> <p>0 = Not a special education teacher 1 = Core Academic Elementary School Teacher 2 = Core Academic Junior High, Middle or Secondary Teacher 3 = Team Teaching 4 = Co-Teacher 5 = Consultant Teacher 6 = Resource Room Teacher 7 = Non-Core Academic Instruction Teacher</p> <p>Required Field: Yes, if the employee is teaching special education</p>	<p>Data is required for special education employees only.</p> <p>1 = Core Academic Elementary School Teacher: The special education teacher is the primary teacher providing instruction to the student in the core academic elementary subjects.</p> <p>2 = Core Academic Junior High, Middle or Secondary School Teacher: The special education teacher is the primary teacher providing instruction to the student in a core academic subject.</p> <p>3 = Team Teaching: The special education teacher works in the general education class alongside a high qualified teacher of core academic subjects or elementary academic content. Responsibilities are shared for the design and deliver of instruction, as well as the evaluation of student performance. Refer to scenario 4 for more detail.</p> <p>4 = Co-Teacher: The special education teacher works within the general education setting in which a HQT provides instruction on core academic subjects. Refer to scenario 5 for more detail.</p> <p>5 = Consultant Teacher: The special education teacher provides consultation to HQT in general education of core academic subjects.</p> <p>6 = Resource Room Teacher: The special education teacher provides direct assistance to students with disabilities in segregated settings after students receive instruction on core academic subjects from a general education HQT. Refer to scenario 6 for more detail.</p> <p>7 = Non-Core Academic Instruction Teacher: The special education teacher provides direct instruction to students with disabilities on non-core academic subjects.</p>

References:

Subject and Level Code List: <http://www.doe.state.in.us/htmls/codebook%202006-2007.pdf>

Highly Qualified Definitions: <http://www.doe.state.in.us/hqt/docs/InHQTdefinitionsMay18FINAL.pdf>

Common Scenarios

Scenario #1: Multiple Grade Levels

Scenario: Ms. Smith teaches a self-contained classroom of 2nd and 3rd grade students

Reporting Result: The correct entry would show general elementary (0400) for the 2nd grade and general elementary (0400) for the 3rd grade with the number of periods for each grade level.

Scenario #2: Multiple Periods per Week

Scenario: Mr. Jones teaches Pre-Algebra two periods each day.

Reporting Results: The correct entry for periods would be 10. (Five days per week multiplied by two periods per day.)

Scenario #3: Total number of pupils for each subject taught

Scenario: Using scenario #2 information, Mr. Jones had 18 students during one period of Pre-Algebra and 16 during the other period.

Reporting Result: The correct entry would be 34 pupils. The purpose of this field is to collect how many students are taking a particular course from a particular teacher. This should be a student count. Do not multiply the total periods by the number of students enrolled in the course.

Scenario #4: Special Education Teacher Team Teaching

Scenario: The special education teacher works in the general education class alongside a high qualified teacher of core academic subjects or elementary academic content with 15 special education students in a general education class of 35 students.

Reporting Result: Report the subject, level, periods per week. Do not report the number of pupils, the primary teacher reports all 35 pupils that includes the 15 special education students.

Scenario #5: Special Education Teacher Co-Teaching

Scenario: The special education teacher works within the general education setting in which a general education HQT provides instruction on core academic subjects to 30 students.

Reporting Result: Report the subject, level and periods per week being taught by the special education teacher. Thirty (30) pupils will be reported by the general education HQ teacher doing content work. No pupils will be reported for the special education teacher. Co-teaching is defined as the special education teacher who works within the general education setting in which a highly qualified general education teacher provides instruction to the class on core academic subjects. The special education teacher provides direct assistance to students with disabilities (e.g., via individualized or small group instruction) as a support to the highly qualified teacher's instruction. The special education teacher in this scenario does not need to be HQ.

Scenario #6: Special Education Resource Room Teacher

Scenario: The special education teacher provides direct assistance to 15 students with disabilities in segregated settings after students receive instruction on core academic subjects from a general education HQT.

Reporting Result: Report the subject, level, periods per week, and the number of pupils (15 in this scenario) being taught by the special education teacher. Fifteen (15) pupils will be reported for the special education teacher. Resource room teachers do not need to be HQ under the HQ definitions. Refer to: <http://www.doe.state.in.us/hqt/docs/InHQTdefinitionsMay18FINAL.pdf>.

Example Data File Format

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
8800,0001,333224444,0400,03,30,23,0
8800,0001,999078888,6010,06,35,8,1
8800,0001,999078888,6006,06,35,2,1
```

Positional Format



8800000133322444404000330230

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8800000199907888860100635081
8800000199907888860060635021

E(x)tensible Markup Language (XML) Format

```
<XIF_CPDData>
  <Corporation Id="">
    <School Id="">
      <Employee SSN="" >
        <Class Subject="" Level="" Periods="" NumberofPupils="" SESettings=""/>
        <Class Subject="" Level="" Periods="" NumberofPupils="" SESettings=""/>
      </Employee>
    </School>
  </Corporation>
</XIF_CPDData>
```

Change History

The following section contains a history of changes made to the Certified Positions Data Layout from the prior version.

Version	Change History
10.12.06	Reference listing changed for CP codebook. Fields 5, 6, and 7 not required for non-teaching personnel.
09.19.06	Removed "consultant" from the first paragraph in the notes on field 7. Consultant teachers report 0 pupils.
08.31.06	CG Combined Grades is no longer valid for Special education positions.
08.25.06	Original Layout for submission to Application Center Field 8 added for Special Education Classroom settings.